



MEMO

To: Offerors

From: Laura K. Hughes, Subcontract Administrator

Date: February 12, 2004

Subject: Amendment 1 to RFP No. RCX-4-44402 entitled "Analysis & Technical Assistance"

**RESPONDERS ARE TO ACKNOWLEDGE RECEIPT OF AMENDMENT No. 1
IN ANY PROPOSAL SENT IN RESPONSE TO THIS SOLICITATION**

The due date for submission of proposals under this solicitation is unchanged.

QUESTIONS/ANSWERS:

1) QUESTION: Is there an incumbent firm, or team of firms, for the work related to this RFP? If so, could you please tell me which firm(s)?

ANSWER: No. While this effort may appear to be similar to previous NREL procurements, this is a new contracting activity with no incumbents.

2) QUESTION: Am I correct in concluding that this solicitation is open to all bidders (i.e., not a small business set-aside)?

ANSWER: Yes. There is no notice of a set aside anywhere in the solicitation.

3) QUESTION: Is this an open competition, or are there small business requirements?

ANSWER: This solicitation is open. There is no notice of a set aside anywhere in the solicitation.

4) QUESTION: Is this solicitation set aside for small, disadvantaged, women-owned, or any other specific type of business, or is it open to all kinds of businesses?

ANSWER: There is no notice of a set aside anywhere in the solicitation therefore it is open to everyone.

5) QUESTION: Does NREL have a view on the optimal number of TOAs they would like to award?

ANSWER: We anticipate awarding 3-6 Task Ordering Agreements.



6) QUESTION: With respect to the solicitation provisions, does NREL consider the resulting subcontract to be in the nature of research and development (Appendices B2 & C1, 2, 4, 5), or a consulting subcontract (Appendices B7 & C3)?

ANSWER: At this point, the work is not considered to be research and development, nor is it a consulting agreement. Applicable Appendices will likely be B-3 and C-3, but that is subject to change, if required, during negotiations.

7) QUESTION: The discussion includes a list of 6 items the ?proposals should include.? Are all of these items to be confined within the 15 page limit?

ANSWER: If this question refers to the sample task, then as noted in the description on page 6 of the Statement of Work, the page limit is indeed 15. However, there are 7 items required rather than 6 as noted in the question.

8) QUESTION: Can a discussion of corporate qualifications and personnel experience be omitted from the sample task proposal as long as it is included in the technical proposal?

ANSWER: The sample task proposal requirements listed on page 6 of the Statement of Work do not include a discussion of corporate qualifications and personnel experience.

9) QUESTION: Is the sample task proposal considered a sub-set of the proposal technical section? In other words, is the 15 page limit for the sample task proposal a sub-set of the 25 page limit (see 9b on page 4 of the RFP) for the technical proposal or is the total page limit $25 + 15 = 40$ pages? And can reference be made within the sample task proposal to items in the technical proposal in order to avoid redundancy (see b above)?

ANSWER: As noted in Paragraph 9.b. the Technical proposal shall not exceed 25 pages. As noted in the sample task proposal requirement listed on page 6 of the Statement of Work, the page limitation for the sample task is no more than 15 pages.

10) QUESTION: On page 6 of the SOW, in the sample task description, Subtask 3 states that the contractor should “develop and present a recommendation to NREL regarding how this framework might be used in the next year to develop credible and consistent information on environmental and energy security benefits of these technologies, including the best parties to take part in that work”. Does Subtask 3 a) require the contractor to actually develop and implement an evaluation of the energy security and environmental benefits of these technologies, using the approach selected in Subtask 1 and the framework developed in Subtask 2 or does it b) only require the contractor to make recommendations regarding how the approach and framework would be used and who could implement it?

ANSWER: There is no requirement for implementation listed in Subtask 3.



11) QUESTION: In Section 9.h, Page 5, the last sentence in Paragraph 2 states "The title should be succinct and capture the essence of your proposal." Does this mean that proposers should not use the stated RFP title of "Analysis & Technical Assistance?" Please clarify.

ANSWER: The requirement does not make any restrictions other than the title should be succinct and capture the essence of your proposal.

12) QUESTION: In Item 12, Page 8, NREL has provided the NAICS Code and Small Business Size Standard, but has not indicated whether (1) the solicitation is a small business set-aside or (2) if this is an open solicitation, whether large business proposers should include a subcontracting plan with its submission. Please clarify.

ANSWER: The NAICS code is an industry classification, not a set aside. There is no notice of a set aside anywhere in the solicitation. There is no requirement for the submission of subcontracting plans.

13) QUESTION: The Sample Task seems to indicate that offerors should not only state what steps the offeror plans to take in order to accomplish the task, but also seems to imply that task results should be provided as part of the technical proposal for the sample task.

For example, the deliverable for Subtask 1 is a report on alternative approaches, including the pros and cons of those approaches, among other data. In addition, the report requires a recommended approach with a rationale for its selection. In order to provide the pros and cons, etc. and a recommended approach, an offeror would need to actually perform the task work as part of its proposal. Please clarify.

ANSWER: The sample task is only a sample offerors to use to demonstrate their approach to the type of work that will generally be required under TOAs. **NREL is NOT asking offerors to actually perform this sample task.**

14) QUESTION: On the Labor Rate Proposal form, there are no columns for labor escalation or fee/profit. Was this an oversight, and should offerors add these columns?

ANSWER: There is no column for labor escalation or fee/profit. Offerors should use the form as provided, except that, in accordance with Paragraph 9.C. of the RFP they may add categories if necessary.

15) QUESTION: We did not see position descriptions for the labor categories shown on the Labor Rate Proposal form. Were the labor category titles for the purposes of example only? If yes, are we correct in thinking that offerors should use their company's own internal category titles? If no, will NREL provide position descriptions for the listed labor categories?

ANSWER: Offerors should use the form as provided, except as noted in Paragraph 9.C. of the RFP, categories may be added if necessary. . Offerors should use their best judgment to categorize labor appropriately.

16) QUESTION: Can you please let me know if RFP RCX-4-44402 is a Small Business Set Aside award only? Item 12 states that the small business size standard for 541690 is \$6.0M. Do you have to be less than \$6M in size to bid on this RFP?

ANSWER: The NAICS code is an industry classification rather than a notice of set aside. There is no notice of a set aside anywhere in the solicitation.

17) QUESTION: The sample task description refers to energy security benefits. How is NREL defining energy security?

ANSWER: Offerors are expected to use their best judgement regarding the definition of energy security.

18) QUESTION: The SOW for RFP RCX-4-44402 indicates that "Program Analysis and Evaluation" is a possible task assignment subject. If a subcontractor to NREL under this TOA were to perform a "Program Analysis & Evaluation" for a particular department/program at NREL/DOE, would that subcontractor be precluded from bidding on future work from that department/program?

ANSWER: Please refer to the Organizational Conflicts of Interest clause in Article 10 of the Sample Subcontract.

19) QUESTION: Does NREL have specific definitions for "energy security" and "environmental security"?

ANSWER: Offerors are expected to use their best judgement regarding the definition of "energy security" and "environmental security".

